



Minutes - APPROVED

Public Records Board

August 30, 2021; 1:00pm
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Laundrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:02 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) **Approval of June 14, 2021, Minutes:** The Board reviewed the June 14, 2021, draft minutes. Paul Ferguson moved, seconded by Melissa Schmidt, that the meeting minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) **Comments from the Chair:** Board Chair, Paul Ferguson, thanked everyone for attending. He appreciates everyone's patience and cooperation during this time. Future meetings may continue to be held virtually as appropriate. Due to current recommendations, fourth quarter 2021 will most likely be virtual. He reminded everyone to double check the agendas for each meeting.
- 4) **Committee Reports**
 - a. **Records Management Committee**
 - i. **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported the Committee met on August 3, 2021. He reported there were 19 RDAs withdrawn after the Committee meeting and the reasons for their withdrawal. He noted that the Public Service Commission (PSC) provided a lengthy, in-depth, response to the Committee's question on RDA 28.

Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered when possible. Agency representatives in attendance provided input and answered questions. There was significant discussion about PSC RDA 28. The retention event and the description do not coordinate, and it appears there may be two types of records being described, so a second RDA may be appropriate. There was not a representative of the PSC in attendance to respond to Board member questions.

Paul Ferguson moved, seconded by Julie Laudrie, that RDAs on the index be approved as submitted with the exceptions of RDA 28 submitted by the PSC, and RDAs 38 and 58 submitted by Military Affairs. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laudrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- b. **Operations and Training Advisory Committee (OTAC):** The Committee Chair, Julie Laudrie, reported that the Committee did not meet in third quarter because they have completed all their tasks and are waiting on directives from the Policy and Governance Committee which met after the cancelled Committee meeting. Julie was in attendance to discuss possible ideas and directives with Policy & Governance Committee. The Policy & Governance Committee approved all the ideas OTAC brought forward, which included taking the lead on the work with the Facilities GRS, RDA FAC000082.
- c. **Policy and Governance Committee:** The Committee Chair, Paul Ferguson, the Committee met on August 10, 2021. As Julie noted during the OTAC report, the Committee discussed projects for OTAC to move forward with. Following the discussion, the Committee directed OTAC to work on FAC00082, a survey to Records Officers about current records management topics they want more information on, better communication with the public, electronic records management, and increased training awareness. OTAC will prioritize FAC0082 then a survey to Records Officers. They will prioritize the remaining directives following the survey.
 - i. **Records Retention Schedule (RDA) Extension:** The Committee reviewed the current RDA Extension policy and the form used with the policy. Melissa Schmidt and Kathryn Egeland gave an overview of the policy history during the meeting. The Committee does not see a need for changes to the current policy. During the Committee meeting a need to make the associated form an official numbered Board form was identified. Kathryn reviewed the proposed draft form. There are no changes to the language or content of the form. The only change is assigning the form an official number, PRB-005, and updating the header to match current PRB forms.

Paul Ferguson moved, seconded by Staci Hoffman, that the Board create the official PRB-005, RDA Extension Policy form. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

5) General Records Schedules:

- a. **Administrative GRS:** Workgroup members, Kathryn Egeland and Sarah Grimm, gave a presentation on the workgroup makeup, overall GRS renewal process, specifics of the Administrative GRS renewal and review, and sought Board input on next steps for the GRS. They reviewed the current draft and proposed changes. Board members asked questions about the process to date, specific changes, and previous stakeholder review. Following the presentation, the next steps were decided: the Board will discuss specifics of the proposed draft at their November 22, 2021, meeting, the draft will be revised with Board requested revisions and then re-distributed to stakeholders for review and input.
- b. **County GRS & School District GRS:** Paul noted that the first extension of both the County GRS and School District GRS will expire before the fourth quarter Board meeting. The review and revision process was interrupted during 2020. Both GRSs are currently being worked on again but will not be submitted for review before the current extensions expire. The Board policy allows for a second extension so work may continue and the GRSs do not expire.

Julie Laundrie moved, seconded by Staci Hoffman, that the Board approve second extensions for both the County GRS and the School District GRS. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 6) **Adjourn:** Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 3:26 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: November 22, 2021.